

Job Title:	Minister of Students
Reporting to:	Senior Pastor and Staff Parish Relations Committee. This position will report directly to the Minister of Families and Programs. The Staff Parish Relations Committee will conduct an annual ministry evaluation.
Salary:	\$xx.xx/hr. Pay checks or stubs will be available every other Friday in the Church office.
Classification:	Exempt
Hours:	Full-time, 40 hours per week. This job requires weekend work.
Travel:	Frequent local travel with occasional regional travel requiring overnight stay.
Location:	221 Church Street, Bonaire, GA 31005
Date:	June 7, 2024

Purpose of the position

The purpose of this role primarily is to direct, oversee, and implement spiritual formation and community building for the youth (6th-12th grade) of Bonaire Church. As Minister of Students, this position will look for and create opportunities to instruct youth through Biblical teaching, spiritual retreats, worship, adventure, and fun. This position should also seek ways to minister to the families of youth and involve the youth in the life of the whole church. The Minister of Students serves as a conduit for the church to the youth and the youth to the church.

Key Responsibilities and duties

- Develop, implement and administer the church's ministry to Youth primarily through equipping persons and through planning and leading the youth ministry.
- Continually seek opportunities to connect students with every generation in the congregation through discipleship, service, fellowship, etc.
- Conduct and lead our main weekly youth activities on Sunday nights featuring study, worship, fellowship and fun activities for the youth.
- To be available to students for conversations and to be able to direct students to next appropriate steps (counseling, etc.) through office hours and scheduled availability.

- To attend school activities in order to build relationships with students (plays, sporting events, musicals, concerts, etc.)
- Be present each Sunday morning to interact with students and their families.
- Provide care through visits and follow-up with families of students of the church and community, including at home and facilities.
- Oversee and regulate the Student Ministries budget.
- Maintain and keep a current file of all programs, activities and events which have been developed as a part of this ministry.
- Communicate with staff, parents and youth through letters, emails, web communications, phone calls, social media, etc.
- Annually plan and carry out a minimum of three overnight events focusing on service, discipleship, and fellowship in order to grow the ministry and lives of the youth. (spiritual retreats, camping trips, mission trips, ski trips, etc.)
- Equip leaders for Sunday school classes for youth, provide curriculum, and fill in as needed.
- Coordinate with the Senior Pastor and Minister of Families and Programs to provide an annual Confirmation class for Middle School students wishing to join the church.
- Plan and implement an annual Graduate Celebration Sunday for graduating High School seniors.

General duties

- Abide by all Safe Sanctuary/Families Matter policies of Bonaire Church at all times.
- Perform other duties as may be assigned by the Senior Pastor and Staff Relations Committee.
- Attend and participate in long range planning staff meetings as scheduled.
- Attend and report to Administrative Council meetings.
- Comply with all church policies and procedures.

General Qualifications

- Be of good moral and Christian character, serving out of a solid faith in Jesus Christ and within a team atmosphere.
- Be in agreement with Bonaire United Methodist Church's stated missions and goals.
- Have a caring attitude, excellent people skills and high integrity.
- Be accessible, responsive, and flexible to handle the changing needs of the church.
- Stability of physical, mental and emotional health.
- Knowledge of the differences in age appropriate methods for leading and teaching children, youth, and adults.
- Must have a valid driver's license.
- Pass the church's background check as a part of Safe Sanctuary training.
- Keep confidences as a sacred trust.
- Dependability is essential; tardiness and excessive unscheduled absences may result in termination of employment.

Work Experience and Skills

College degree from an accredited college or university.

Three years of work experience directly with teens and children

There must be a demonstrated experience in leadership, working with volunteers, recruiting, organizing and supporting a collaborative team.

Desired minimum qualifications

Ability to: Operate a computer using word processing and spreadsheet software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; use basic math skills to manage a ministry budget, organize and maintain office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; understand and follow written and oral instructions, possess the ability to listen and respond to requests with discretion, tact, patience and confidentiality.

Physical Demand and Work Environment

Stability of physical, mental and emotional health is critical for this position. The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the day. The employee must frequently lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth vision and ability to adjust focus. The employee is frequently required to be outside and exposed to elements such as seasonal changes, various allergens, temperatures, etc.

Travel is primarily local, although some out of the area travel is expected.

Mental:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine problems; observe and interpret situations; learn and apply new information or

skills; work under deadlines with frequent interruptions; and interact with staff members of the church, the public and others encountered in the course of work.

Disclaimer

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Bonaire Church reserves the right to revise the job description at any time. Employment with the church is at-will. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disability to perform the essential functions of their job, absent undue hardship.

Signature

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties or responsibilities may change with or without notice on a temporary or regular basis according to the request of my supervisor, and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my supervisor or a member of the Staff Parish Relations Committee.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____